

# **CLERK'S OFFICE and CONSOLIDATED ADMINISTRATIVE SERVICES**



**Annual Report  
Fiscal Year 2000**

## **JUDICIAL OFFICERS**

### ***District Judges***

In April of 2000, Judge Roger G. Strand, who was appointed to the District Court bench in 1985, assumed senior status. In addition to Judge Strand's vacancy, Judge Broomfield's vacancy has yet to be filled since he assumed senior status in August of 1999.

For the first time in over 30 years Congress authorized additional Article III judgeships for the District of Arizona. The three new positions, in addition to the two current vacancies, equal a total of five Article III judgeship vacancies for the district.

### ***Magistrate Judges***

Bernardo Velasco was appointed as a U.S. Magistrate Judge in the Tucson division on September 29, 2000, following the retirement of U.S. Magistrate Judge Raymond T. Terlizzi. Magistrate Judge Terlizzi was appointed to the bench in 1971, and served the District of Arizona in that capacity for 29 years. Prior to his appointment to the U.S. District Court bench, Magistrate Judge Velasco served as a Pima County Superior Court judge for 15 years.

### ***Visiting Judges***

Sixteen visiting judges sat in the district during FY 2000 for a total of 643 in-court hours. The Court continues to rely on the assistance of visiting district court judges to assist with the backlog of civil and criminal cases. The need for judicial assistance is substantiated by the fact that although the district received three new Article III judgeships, Arizona is ranked 7<sup>th</sup> in the nation for weighted case filings per judge and 4<sup>th</sup> in the nation for criminal felony case filings per judge.

## **OPERATIONS DIVISION**

During fiscal year 2000, the Operations division for the district docketed in excess of 232,000 civil and criminal pleadings. This equates to 19,333 pleadings per month or 4,462 pleadings per week, and represents a 5 ½ % increase over fiscal year 1999.

As the new millennium approached, the Operations division drafted manual procedures to cope with any potential Y2K system failures. A team of employees was assigned the responsibility of reporting for work the morning of January 1, 2000, to test the automated systems. The problems the court experienced were minor and quickly addressed by the (ST)<sup>2</sup> staff. Although the manual procedures developed in preparation for Y2K were not utilized, the planning process proved to be a valuable exercise for the courthouse move in Tucson. Many of the procedures were put in place to allow the court to operate effectively the first workday in the new courthouse.

In March of 2000, a team of representatives from the Clerk's Office and chambers was appointed to develop and implement a plan for limiting access to the records room. The goal was to improve the integrity of the files while maintaining high quality service to the public, other agencies, and the court. The project was successfully completed in August of 2000, with most file requests being received electronically and available for pick-up within two hours.

Two of the magistrate courtroom clerks completed a new training program designed to prepare employees for upcoming courtroom deputy vacancies. The program included classroom training, one-on-one instruction,

hands-on training, group discussions, and a strong mentoring component. A magistrate courtroom clerk position was created in the Yuma office to provide support for the full-time magistrate judge.

The Courtroom Services section is comprised of 23 members, supporting 20 District and Magistrate Judges throughout Arizona. During this past year, over 32,000 minute entries were prepared from attendance at court hearings.

## **SPACE & FACILITIES DIVISION**

Fiscal year 2000 was a very busy year for the Space & Facilities Division. Construction of the Evo A. DeConcini U.S. Courthouse located in Tucson was completed this past summer and the Court relocated to the new building in August 2000. Construction of the Sandra Day O'Connor U.S. Courthouse in Phoenix is nearing completion, with a dedication ceremony scheduled for October 23, 2000. Relocation to the new courthouse is scheduled for early 2001.

The Space & Facilities Division (SFD) has been involved in various projects relating to the courthouse moves. In addition to coordination of both courthouse relocations, SFD is responsible for new furniture purchases and management of construction issues with the General Services Administration.

## **PRO SE STAFF ATTORNEY'S OFFICE**

By the end of fiscal year 2000, the Pro Se Office employed four full-time and one part-time staff attorney, one full-time and one part-time writ clerk, and one full time prisoner case manager. The Pro Se Office was also staffed with one temporary staff attorney for the entire fiscal year

and two additional temporary staff attorneys beginning in May of 2000.

In FY 2000, a total of 1,140 new prisoner actions were filed in the district - a 12% increase from FY 1999. The number of habeas corpus actions filed in FY 2000 increased by 27%, while civil rights actions fell by almost 1%. Prisoner cases accounted for approximately 35% of all civil cases filed in the district in FY 2000.

Of the new prisoner cases filed in FY 2000, 857 were filed in Phoenix and 283 were filed in Tucson. By category, 37% (427) were habeas corpus petitions, 14% (164) were motions to vacate sentence, and 48% (549) were civil rights or other civil actions such as petitions for writs of mandamus and Federal Tort Claims Act complaints. The Court resolved 1,146 prisoner actions in FY 2000, leaving 1,348 prisoner actions pending at the end of the fiscal year.

The Pro Se staff attorneys drafted more than 2,716 proposed orders and resolved more than 179 dispositive motions in prisoner cases in FY 2000. Additionally, the Phoenix Pro Se writ clerk processed more than 6,000 pieces of outgoing mail in FY 2000. By category, the Phoenix Pro Se Office investigated and answered 772 inquiry letters and requests for forms, and returned 5,550 conformed copies.

The prisoner case manager entered judgements of dismissal for failure to prosecute in 350 prisoner cases during FY 2000. The prisoner case manager also drafted 150 proposed stay orders in cases where the prisoner failed to file the proper in forma pauperis affidavit and drafted 42 proposed orders assessing the costs of service upon defendants who failed to waive service of process. The prisoner case manager

also assisted in the development of a new courtroom deputy training program.

### **CAPITAL CASE STAFF ATTORNEYS**

During FY 2000, the District Court employed three full-time Capital Case Staff Attorneys to assist the district judges with the capital habeas corpus cases. The district had 41 capital habeas corpus cases pending at the beginning of FY 2000. During the year, 11 new cases were filed and 6 cases were terminated, leaving a total of 46 capital habeas corpus cases pending at the end of the fiscal year - 13 in the Tucson division and 33 in the Phoenix division. Of the 11 new cases filed, 8 were true first-time petitions and 3 were remanded from the Ninth Circuit Court of Appeals for further proceedings. The staff attorneys also spent a significant amount of time managing litigation relating to the 3 executions carried out by the State of Arizona in fiscal year 2000.

### **JURY ADMINISTRATION**

Over the past two years, the District of Arizona has participated as a beta court in the implementation of the new Jury Management System (JMS). As a result, the jury administrator in this district was appointed to serve as a member of the JMS Working Group Committee. This committee is charged with the responsibility of documenting and submitting JMS software modification requests, and testing the software modifications as they are implemented.

In November of 1999, the Phoenix and Tucson offices began using a Jury Interactive Voice Response System (IVRS), which works in conjunction with the Jury Management System (JMS). This system, known as the Automated

Jury Information System (AJIS), allows prospective jurors to call in and receive specific juror information via an automated interactive telephonic interface. Prospective jurors can also receive general information pertaining to court location and nearby parking. During fiscal year 2000, a web-based version of the application was also developed. The Web AJIS module allows prospective jurors to retrieve general and juror-specific information via a web-based query interface available on our current Internet web page.

### ***Naturalization***

The number of persons naturalized during FY2000 decreased 4.93% from 1999. The district naturalized 11,346 individuals in FY 2000, compared to 11,905 during 1999.

### **INTERPRETERS**

During FY 2000, the District of Arizona was allotted three temporary full-time interpreter positions through September, 2001. Two of the positions were located in Tucson and one in Yuma. The new position in Yuma was deemed necessary with the appointment of a full-time magistrate judge and the increasing number of cases being processed in that location. While the majority of court proceedings required Spanish interpreters during FY 2000, the languages of Navajo, Apache, Hopi, Papago, Pima, ASL, German, Polish Portuguese, Bulgarian, French, Russian, Ukrainian, Cantonese, Mandarin, Japanese, and Vietnamese were also interpreted.

Staff interpreters continue to provide services for attorney/client interviews and pretrial/ probation interviews, both in person and via videoconference. There has been a dramatic increase during this past year in the number of

translations submitted by defendants and/or members of their family to judges and other court personnel which require translation by the staff interpreters.

## **FINANCE**

Fiscal year 2000 was another industrious year for the finance office. The processing and disbursement of U.S. Treasury checks increased by more than 10% from the prior year. Over 23 million dollars were disbursed by the District of Arizona including jury, travel, restitution, case and vendor payments.

### ***CJA Voucher Review Unit***

Continuing congressional scrutiny of the Defender Services program brought to light the need for a more efficient Criminal Justice Act (CJA) payment system. The new national CJA Panel Attorney Payment System, successfully implemented in this district in July 1999, was designed to address the deficiencies of the old system and improve overall accountability.

In April 2000, a CJA Voucher Review Unit was established in this district to streamline the CJA voucher review and payment processes. During FY 2000, this unit processed over 5.7 million dollars in payments to CJA panel attorneys, an increase of over 27% from the previous year.

### ***Criminal Debt Management***

During FY 2000, the finance office received more than 1.5 million dollars from defendants and disbursed 1.1 million dollars in restitution to victims. The use of technology to assist in locating the current address information of victims entitled to court-ordered restitution has been invaluable. Legal research tools allow the court to locate and verify address information to ensure restitution

payments are properly directed to victims who may not otherwise be paid.

The Probation Payments Master (PPM) system, a locally developed database used to track criminal debt accounts, has become an effective online tool for this district. As restitution and fine payments are receipted by the finance office, the information is entered into the PPM database giving probation officers the ability to easily access a particular individual's current payment history.

### ***FAS<sub>4</sub>T***

The production implementation for FAS<sub>4</sub>T, occurred on October 1, 1997. Budget, procurement, financial, and technical staff continue to participate in testing new versions of the software, identifying system requirements, and developing implementation procedures for subsequent courts.

## **CONSOLIDATED ADMINISTRATIVE SERVICES DIVISIONS**

### **BUDGET & PROCUREMENT DIVISION**

The Budget and Procurement Division (BPD) provides budget analysis and administration for Pretrial Services, Probation and the Clerk's Office. The division also coordinates all non-automation purchases for the three court units and judicial staff. Unlike in past years, there was no change in personnel during the year which helped lend stability to operations.

The district continued to expand its use of FAS<sub>4</sub>T in fiscal year 2000 with the implementation of a new approval process for district-wide procurement. The cumbersome process of



routing paper payment authorizations to court unit executives for approval was eliminated. Purchase orders requiring court unit executive approval are now placed in electronic cabinets, which are accessible to appropriate personnel in the court units, designated staff in BPD, or the (ST)<sup>2</sup> division manager. Procedures were also established to scan purchase documents, i.e. vendor bids, for purchases over \$2,500. The electronic bids are then attached to the purchase orders and electronically routed to the court unit executives for approval. Future plans include scanning purchase documents under the \$2,500. threshold, as well as vendor invoices, for attachment to corresponding FAS<sub>4</sub>T payment documents.

During FY 2000, BPD conducted a comprehensive review of copier needs in the Phoenix Clerk's Office and a cost-effective purchase plan was developed in response. The BPD staff, in conjunction with the Probation office, also conducted a district-wide analysis of the current cellular phone service provided to the Probation office. The results of that analysis proved that another cellular provider could furnish the same service at a lower price, so the cellular service was changed for all Probation employees. Citibank government credit cards were acquired to simplify many BPD and (ST)<sup>2</sup> purchases.

Prior to the move to the new Tucson courthouse, BPD staff identified all excess furniture which would not be relocated to the new building. The staff also played pivotal roles during the courthouse moves, assisting the court units with the many details that follow relocations of this size.

## **HUMAN RESOURCES DIVISION**

The accomplishments of the Human Resources Division (HRD) of the U.S. District Court for the District of Arizona were numerous in FY2000. The division processed over 2,200 applications for employment with the District of Arizona. During FY 2000, we saw 99 new employees enter on duty. This required the coordination of each recruitment process between HRD, the court unit executives, and several judges. Employment opportunities with the U.S. District Court for the District of Arizona continue to be highly sought after and indications are that HRD's workload in this arena will continue to increase for the foreseeable future.

The human resources needs of the organization also continue to grow. As the court expands in numbers, HRD has increased its repertoire of knowledge, skills, and abilities in meeting the increasing expectations from the court's executive management component. The division has expanded its services to include employee relations counseling for staff as well as managers and supervisors; and conducting personnel related investigations including writing follow-up reports and recommendations for unit executives.

The Human Resources Division developed or refined a number of employee orientation programs to fit the needs of the organization this year. We now provide new employee orientation which introduces existing personnel policy to the new staff members; law clerk orientation which introduces new law clerks to the operations, financial, and administrative sections of the court; new supervising probation officer orientation which emphasizes the supervisory responsibilities in such areas as performance management and approving leave; and new judicial assistant

orientation which guides the employee through the administrative areas of the office which help to support judges and their staff.

The District of Arizona's Human Resources Division hosted the 2000 Ninth Circuit Human Resources Division Conference in Scottsdale, Arizona. The program theme concentrated on new developments in personnel law as well as a demonstration and discussion of automated HR information systems/time and attendance programs. The conference was attended by many executives and HR specialists from throughout the Ninth Circuit.

In the training area, several series of Continuing Professional Education have been developed including topics covering how to improve customer service skills and increase responsiveness to customers' needs and expectations; how to take responsibility for presenting ourselves in a positive manner; how to initiate and sustain self-development and create a self-development plan; and how to read and use first impressions. The division also began a process of identifying duties and responsibilities of various existing positions and subsequently validating the accuracy of these position descriptions through review by other courts.

The District of Arizona has grown by 29% over the past three years. The Human Resources Division has not only been able to manage this growth from a personnel perspective, but the division has expanded its level of service throughout the district without any corresponding expansion of current staff size. This has been accomplished through increased skills and specialization of functions, adaptability to a changing environment, and a professional approach and determination to meet the needs of

its customers.

## **SYSTEMS & TECHNOLOGY DIVISION**

With major projects such as final year 2000 compliance readiness, the preparation and opening of the new Tucson courthouse, and support of new Phoenix courthouse construction efforts, the consolidated Systems Technology and Support Team Division, which provides automation support to Chambers staff, Clerk's Office, and the Probation and Pretrial Services Offices, experienced yet another extremely productive year.

Fiscal year 2000 began with final preparations for the date "rollover" into calendar year 2001. Our extensive preparatory activities proved very much worthwhile as we experienced a very smooth transition into the new century. Technical and project management support for the new courthouse construction projects, which encompassed oversight of the procurement, installation, and configuration of data/voice cabling, telecommunications, network infrastructure, and courtroom electronics, required a great deal of time and resources throughout the fiscal year. This was definitely the case during the preparation and execution of the move to the new Tucson courthouse, for which the Systems Technology team was responsible for final site cabling, installation of the phone switch and telephone sets, installation of the computer network infrastructure, implementation of dial tone services, installation of courtroom electronics, and the move and setup of all computing assets including personal computers, printers, and servers. We are looking forward to the considerably more complex move to the new Phoenix courthouse during fiscal year 2001.

A myriad amount of other automation projects were either completed or initiated during fiscal 2000 in the areas of web development, applications programming, network upgrades and enhancements, Palm computing, and enhancements to nationally supported applications. Systems Technology staff also participated in high-visibility national projects such as PACTS-ECM and PACERNet.

Fiscal 2000 has been a very eventful and rewarding year in Systems Technology. Details of major project areas and accomplishments in fiscal year 2000 are provided in the paragraphs below.

### ***Y2K Preparation***

During the first three months of FY2000, the Systems Technology Division completed the final preparations for the rollover from calendar year 1999 to 2000. Y2K activities that had begun in prior years such as ongoing upgrades to commercial off-the-shelf applications and automation hardware, modifications to local programs, and development of contingency plans continued as the end of calendar 1999 approached. By the time we reached the end of 1999, we were well prepared for the rollover to the year 2000.

On December 30<sup>th</sup>, 1999 (the day prior to the federal holiday on Friday, 12/31/99), Systems Technology staff and selected operational staff throughout the district began a planned shutdown of all automation equipment in order to prevent damage due to a Y2K-related power failure (fortunately, no such failure occurred). On Saturday, January 1<sup>st</sup>, 2000, Systems Technology staff, with the assistance of operational staff at all district locations, brought all automation equipment back on line, and engaged in testing of critical applications and

systems. During this process it became obvious that the district experienced only a very small number of Y2K-related problems, all of which were minor in nature, and affected only application reports. Even if the District of Arizona had experienced significant Y2K-related automation problems, all court units were prepared to continue operations by means of written contingency plans.

### ***New Tucson and Phoenix Courthouses***

Probably the most significant automation-related activity that took place in fiscal year 2000 was the move to the new Tucson courthouse. Additionally, a great deal of activity has taken place in support of the construction of the new Phoenix courthouse.

In August, 2000, the Clerk's Office, chambers, Probation, and Pretrial Services that were previously located in the various Tucson metropolitan District Court facilities (including the Butterfield and Catalina Probation offices) moved into the new Eva A. DeConcini Federal Courthouse over a two-week period. The Systems Technology Division was heavily involved in the move process before, during, and after the actual physical move took place. The activities conducted by Systems Technology in support of the move included final network voice cabling and testing; final installation, configuration, and testing of the Gigabit ethernet core network hardware; the physical move and re-configuration of Novell and Windows NT file servers and associated network operating systems software; the installation and configuration of telephone equipment and services including the Lucent telephone switch, telephone sets, voice mail, and call accounting systems; the packing, moving, and re-installation of personal computers, monitors, printers, and other miscellaneous automation equipment; and oversight of the installation and



configuration of courtroom electronics.

Despite the extremely complex and labor-intensive nature of the move, the transition into the new courthouse from an information systems and telecommunications standpoint was relatively trouble-free. All network resources were available for use when the Court opened for business following the move; the telephone and voice mail systems were fully functional; and all PCs, with the exception of two PCs that were damaged during the physical move, were fully operational.

Other activities that took place during fiscal year 2000 in support of the new Tucson and Phoenix courthouses included:

- ! Systems Technology was responsible for the oversight of the data/voice telecommunications cabling projects (awarded in the prior fiscal year to Compel, Inc.) for the new courthouses. Cabling of the Tucson courthouse began in the fall of 1999, with the completion of final cabling tasks just prior to the physical courthouse move. Cabling of the Phoenix courthouse began in the spring of 2000, with final cabling tasks nearing completion at the time of this report. Both courthouses were installed with multi-mode fiber optic vertical riser data cabling (with some horizontal fiber serving areas that exceed copper cabling length limitations), category 3 voice riser cabling, and category 5e horizontal voice and data cabling.
- ! Installation of the Tucson courthouse Lucent Definity G3 PBX switch, Intuity voice mail, and supporting equipment

and software began in July, 2000, and was completed just prior to the August move date. The installation of the Phoenix PBX switch is scheduled to occur in February, 2001.

- ! In early 2000 a contract was awarded to Qwest Communications for the local dial tone services for both new courthouses. Long distance services are provided via the Sprint FTS2001 contract, which is administered by the Administrative Office.
- ! Installation of the Nortel Networks gigabit ethernet network backbone equipment (purchased in September, 1999) began in the Tucson courthouse in December, 1999. This process included the installation of a core switch in the computer room as well as gigabit switches in the telecommunications closets located on each floor of the courthouse. We will begin the installation of the network backbone equipment in the new Phoenix courthouse in March, 2001.
- ! Systems Technology is responsible for the oversight of the audio and presentation systems contracts for the courtrooms and conference rooms in the new courthouses in Phoenix and Tucson. Working closely with Ross Bern (District Architect) and with Electronic Interiors, Inc. of Minnesota (design consultant), the design specifications, related infrastructure needs and the implementation of the audio/video for the courtrooms, related spaces and some conference rooms in the new

courthouses has been an on-going project throughout 2000. Audio equipment includes electronic court recording capabilities, interpreter systems, audio-conferencing, audio feeds to chambers, tape recorders, microphones, assistive listening, sidebar “pink noise” and more, and is being implemented in all courtrooms. New video presentation systems (15-20 monitors, visualpresenters, VCRs, video annotations devices, laptop hookups, special data-ready counsel tables, presentation carts, video memory capture devices, etc.) were added to four courtrooms in Tucson and six courtrooms in Phoenix, and three existing video presentation systems are being moved to the new courthouses as well. At the end of 2000, both the Tucson and Phoenix systems were about 80% completed.

#### ***Financial Accounting System for Tomorrow (FAS<sub>4</sub>T)***

During the summer of 2000, our database server for the Financial Accounting System for Tomorrow (FAS<sub>4</sub>T) underwent a significant hardware upgrade. The upgrade included the installation of a new RAID 5 redundant disk drive array and an Exabyte Mammoth backup tape drive, and the installation of a newer version (v7.32) of the Informix database software.

In addition to the hardware and operating system upgrade for the FAS<sub>4</sub>T database server, a number of significant operational enhancements in regards to the district’s utilization of the system took place. During fiscal year 2000, representatives from unit management, Systems

Technology, Budget and Procurement, and Finance examined the procurement process flow within the district, and implemented a number of significant modifications to the FAS<sub>4</sub>T security and transaction models. These changes are as follows:

- ! New standardized security templates were implemented for all District Court FAS<sub>4</sub>T users. These new templates provide enhanced security, simplify user account administration, and ensure compliance with internal controls.
- ! A new electronic document approval process was implemented for all Clerk’s Office/chambers, Probation, and Pretrial Services procurement and payment activities. The new approval process requires that all proposed purchases are approved electronically within FAS<sub>4</sub>T by management prior to the obligation of funds. Subsequently, all payment vouchers must be reviewed and approved electronically by budget managers prior to payment processing. The electronic approval process, combined with implementation of the standardized security templates described above, ensures that internal controls are being strictly adhered to, while also providing a clear audit trail within the system.
- ! During fiscal year 2000 the District of Arizona expanded the use of the FAS<sub>4</sub>T application’s document image storage capability. Both the Systems Technology and Budget and Procurement Divisions are now scanning all supporting documentation (vendor bids/quotes,

contracts, approvals, delegations of procurement authority, supporting memoranda, etc.) for all purchases with a value of \$1000 or more. Additionally, vendor invoices are scanned for storage in the system with electronic payment vouchers. The electronic storage of document images in FAS<sub>4</sub>T has greatly enhanced our ability to retrieve and/or audit historical procurement and financial data, and also provides a means for providing supporting documentation to management at the time of purchase order approval.

### ***Jury Management System***

Similar to the upgrades for our FAS<sub>4</sub>T platform, our database server for the Jury Management System (JMS) underwent a significant hardware upgrade. The upgrade included the installation of a new RAID 5 redundant disk drive array and an Exabyte Mammoth backup tape drive, and the installation of a newer version of the Informix database software. Unlike the FAS<sub>4</sub>T server upgrade, the JMS upgrade also included the migration to version 7 of the Solaris operating system.

In November, 1999, we commenced live operations on a Jury Interactive Voice Response System (IVRS) that works in conjunction with the Jury Management System (JMS). This system, known as the Automated Jury Information System (AJIS), allows prospective jurors the ability to call in to receive their specific juror status via an automated interactive telephonic interface. Prospective jurors can also receive general information pertaining to court location and nearby parking.

During fiscal year 2000 we worked closely with

the AJIS contractor (VoiceMetrix, Inc.) to develop a web-based version of the application. The Web AJIS module would allow prospective jurors the ability to retrieve general and juror-specific information via a web-based query interface that will be accessible as a hypertext link from our current Internet web page. The application will also include hypertext links to Jury Frequently Asked Questions, and court locations, maps, and parking information. Web AJIS was nearing completion at the end of fiscal year 2000, and live operations are expected to commence in early fiscal year 2001. Funding for both the voice and web components of AJIS was provided by a judiciary Electronic Public Access grant that was awarded in fiscal year 1999.

### ***ICMS Civil Dictionary Revamp and Report Development***

In conjunction with Clerk's Office Operations management and staff, Systems Technology participated in a total revamp of the ICMS Civil event dictionary. The objective of this revamp was to modify the docketing functionality of the ICMS application to more closely align with District workflow and procedures, streamline docketing effort, and enhance reporting capabilities. A large majority of the modifications necessary to complete the revamp occurred in FY 2000, with completion expected in early FY 2001. Also included in this endeavor was the development of a number of customized statistical reports designed to streamline monthly statistical reconciliation. A revamp of the criminal event dictionary is scheduled to take place in FY 2001.

### ***ICMS Automated Imaging and Noticing System (INS)***

During fiscal year 2000, Systems Technology made a number of enhancements to the ICMS imaging and Noticing System (INS). This

system, which was initially installed in FY 1999, allows the Clerk's Office in both the Phoenix and Tucson divisions the ability to electronically scan paper copies of signed judicial orders and judgments. The stored electronic images created by the scanning process are then faxed to counsel that are participating in the INS program in lieu of receiving paper notices. INS enhancements implemented during FY 2000 include:

- ! Installation of a new version of the INS software which enabled the ability to initiate imaging and electronic noticing in magistrate cases. Electronic noticing in magistrate cases began in both Phoenix and Tucson in June, 2000. In addition to providing support for magistrate cases, the new release provided a faster, improved scanning interface and improved system reliability.
- ! New high speed Bell and Howell duplexing scanners, Kofax Adrenaline interface cards, and high end computer workstations were purchased and installed in the Phoenix and Tucson Clerk's Office scanning stations. The combination of these hardware upgrades has resulted in greatly improved scanning speeds.
- ! A mechanism known as "Webdocs" was integrated into the Court's CHASER application, which is utilized by chambers and other staff to query docket information. This mechanism allows a user to view document images that were scanned via INS through the standard CHASER docket report interface. This capability is in addition to an INS application component installed during

FY 1999 called "Windock", which allows users in all court units to view document images by means of an easy-to-use graphical interface.

### ***District of Arizona Internet and Intranet Sites***

Internet web page ([www.azd.uscourts.gov](http://www.azd.uscourts.gov)) The Internet web site, operational since September of 1998, is visited approximately 2000 times each month by people outside the judiciary. Comments from the Internet users are normally positive and useful. We have also received a good number of Internet e-mails expressing appreciation for the page and comments about its usefulness.

General orders, new forms, local rules, and naturalization ceremony information, are among the content enhancements that have taken place since the beginning of 1999. In progress are individual attorney admissions information and the court calendars.

### District Intranet (Dnet)

In 1999, the District's internal intranet web site was expanded from a page of mostly links to a place to find content. Enhancements made to the DNet intranet web site in 1999 include:

- ! A District-wide telephone directory and search facility
- ! An "in-out board" capability so users throughout the District can post and look up whereabouts
- ! Q&A information for the new courthouses
- ! A Y2K contingency planning collaboration site
- ! A guide to state community resources,

for Pretrial Services and Probation  
! Computer user information, including  
FAQs, tips, references and training  
materials

The intranet page was revamped to have a new look and a new structure. This structure is really the foundation of the DNet, as it will provide a flexible, easy-to-maintain, expandable and consistent framework for adding, viewing and sharing or keeping private the information within and among units and departments in the district. Many more pages and applications are in the works, as district users have discovered the DNet to be the best vehicle for some of their courts business needs.

#### New Dell Server

The server and clients were upgraded to version 5 of Domino, providing superior Internet integration features, an improved web development environment and a better user interface. To support the migration to the more demanding software, the server hardware was upgraded to a new Dell server with a DLT tape drive, ample power and room for growth.

#### PACERNet

Selected in FY 1999 as a pilot court for a World Wide Web version of PACER, the District of Arizona went live on PACERNet early in calendar year 2000. PACERNet allows users outside the judiciary to download docket information via a user-friendly web-based interface on the World Wide Web. Users who subscribe to PACER access services are able to access this service via a link from our Internet home page. Since a fee is currently required for PACER usage, subscribers to PACER are charged per each page downloaded from the system, as opposed to on-line time, which is how

subscribers are charged in the original text-based PACER system.

#### ***Network Enhancements and Improvements***

In addition to the installation of new network components in the new Tucson courthouse, during FY 2000 a number of enhancements and improvements were implemented in regards to our computer networking capabilities. They include the following:

##### Netware 5.0 Upgrade

The network servers throughout the District of Arizona were upgraded to the NetWare 5.0 operating system. The advantages of this version of the NetWare operating system are improved network traffic and throughput, enhanced connectivity between sites, and a number of system administration improvements. To support the migration to NetWare 5.0, a number of servers were either upgraded or replaced during FY2000, including the primary Novell servers in Tucson.

In fiscal 2001 we will begin the migration to the next release of this operating system, NetWare 5.1. This product contains a number of refinements to the original 5.0 release. New primary Novell servers were purchased for Phoenix at the end of FY2000 to support the upcoming migration to NetWare 5.1.

##### Network Backup Mechanism

High-capacity DLT tape autochangers were installed in Phoenix and Tucson to provide more reliable and faster Novell network tape backups in these locations. The DLT autochangers allow us to back up all data on all Novell servers using a single tape drive.

### Citrix Metaframe

To allow faster and more reliable remote access to Court applications and files, Citrix Metaframe was installed in Phoenix late in fiscal year 1999. During fiscal year 2000, a large number of users in all court units in Phoenix were given access to this extremely beneficial remote access mechanism. Because of the effectiveness of Citrix as a dial-in mechanism in Phoenix, a Citrix server was procured and installed in our Tucson, AZ divisional office during fiscal 2000.

### ***Computer Integrated Courtrooms***

#### Judge Rosenblatt's Courtroom

The evidence presentation system used in Judge Rosenblatt's courtroom for the past several years belonged to Exhibit One, who provided and supported the system free of charge to the court, but charging attorneys for its use. In FY2000, the District Court purchased the system from Exhibit One, thereby providing free and equal access to evidence and trial presentation equipment. This system includes a document camera, VCR, computer, TrialView software, annotation tablet, flat touchscreen monitor, 8 flat panel monitors for jurors, five monitors for the bench and well, as well as audio and video switching equipment and touchscreen control panel.

#### Judge Zapata's Courtroom

Judge Zapata's video presentation system was enhanced to include a setup for a second defense team. A second evidence presentation monitor and second laptop input to the system was added to the system.

### ***Palm Computing***

Several Palm IIIx and Palm V handheld PDA devices were purchased during FY 2000 for use by judges and Clerk's Office management. The

Palm Pilots have been utilized as a means for providing portable access to judges' calendars (via electronic synchronization of Lotus Organizer calendar data), keeping track of management schedules, address books, and jotting down electronic memoranda while away from the office.

Near the end of fiscal year 2000 Palm Pilots were purchased for selected Pretrial Services and Probation management and staff to assess the effectiveness of Palm devices for field supervision and scheduling purposes. Fifteen units were purchased for each agency. Training courses on the use of the Palm devices have been developed by Systems Technology and will be conducted in FY 2001. Systems Technology is currently researching ways to develop custom applications for the Palm that synchronize offender chronological record information from the Palm Pilots to Pretrial Services and Probation case management databases.

### ***Significant Programming Projects***

A number of significant milestones were achieved in the area of new application development in the District of Arizona. These include:

#### New Systems Technology Help Desk and Inventory Tracking Applications

The development and deployment of a new Help Desk tracking application for the Systems Technology Division was completed in fiscal year 2000. This application replaced an older commercial help desk tracking product. The new Help Desk application, written in Visual Foxpro, features improved data entry capabilities, enhanced support call categorization, and improved problem resolution search capabilities. A Help Desk reports module was also developed which allows Systems Technology management



to analyze help desk call volume by court unit, employee, call type, and product.

Also developed and implemented during FY 2000 was an automated accountable property inventory database that shares common data elements (employee names, locations, etc.) with the Help Desk application. This application is being used to track the location of all accountable automation property. The program includes the ability to produce bar-coded accountable property tags, is capable of tracking equipment repair history, and includes a property check-out subsystem for tracking property that is taken off-site. The inventory application also allows us to produce printed accountable property lists. This program has greatly improved the accuracy and timeliness of inventory tracking in Systems Technology.

Based on the effectiveness of these programs, similar customized versions of the applications were developed for the Budget and Procurement Division for tracking procurement requests and accountable property.

#### Automated JS-10 Application

During fiscal year 2000 an automated JS-10 application was developed for use by the Article III courtroom deputies. This program allows the courtroom deputies to enter statistics regarding trial and court activities by judge. The program then allows the district to extract monthly reporting data for review and eventual transmission to the Administrative Office. This application replaces an old, non-Y2K DOS-based JS-10 program that was originally distributed by the AO.

#### Enhancements to Pretrial Services Caseload Management Program

Two important application modules were added to the Pretrial Services Caseload Management Program, also known as C3PO (Caseload, Chronos, and Contacts for Pretrial Services Officers). These modules include the C3PO Review program, which allows C3PO users to access any offender record at any Pretrial Services site within the district in a read-only mode, and the C3PO Analysis program, which reports the case distribution among Pretrial Services officers, including statistics on supervision, courtesy, diversion, tracking, and unclassified cases.

#### ***WordPerfect Macro Development***

During fiscal year 2000 we continued to improve our integrated suite of WordPerfect macro products. These macro programs, which are incorporated in a sophisticated unified WordPerfect tool bar accessible by all court units, and have been developed with ease-of-use and consistency in mind, continue to be an essential tool for all district users. Modifications to our macro package include:

#### Magistrate Courtroom Clerk Documentation Production System

In early fiscal 2000 the final group of required automated forms and initial interface enhancements were added to the MCC document production system. With the addition of these forms the macro suite became fully functional in the Tucson division. Throughout the fiscal year additional forms and functional enhancements continued to be incorporated into the macro suite based upon feedback from end users. A significant amount of progress was also made on modifying the Tucson MCC document production system to accommodate to the

Phoenix MCC workflow. The changes required to implement the MCC package in Phoenix are almost complete and the system should be implemented in Phoenix in fiscal 2001.

#### Automated Presentence Report Application

Extensive changes were made to the Probation Automated Presentence Report Application (APRA) macros in order to allow the automated production of Fast Track reports. Additionally, programming was completed to automatically calculate criminal history points and age at time of arrest. Sylvia Bock, the District's macro programmer, worked very closely with Probation staff to determine requirements for these modifications. Sylvia also developed a user's manual encompassing all of the menu options on the Probation macro main menu and made it available on-line (PDF format) via the Help menu in WordPerfect.

#### Pretrial Bail Report

Several modifications were made to the assessment and recommendation portions of the Pretrial Services Bail Report (PS3) in order to make it easier for users to input data in a non-linear fashion (via the use of toolbar icons).

#### WordPerfect 9 Macro Conversion

During fiscal year 2000 Sylvia Bock completed the arduous task of converting all district WordPerfect 7 macros to WordPerfect 9 format. This conversion was completed in preparation for the upgrade to WordPerfect 9 in the district, which is scheduled to take place during calendar year 2001. The converted macro package has been posted on our intranet web site for download by other courts who are using our WordPerfect macro products.

### ***PACTS-ECM***

During fiscal year 2000 staff from the District of Arizona continued to be intimately involved with the PACTS-ECM project (the next-generation national Probation/Pretrial Services case management system). Marie Turkenkopf, PACTS UNIX Systems Administrator, who this fiscal year had been named as a member of the national PACTS-ECM Working Group, has been assisting the Administrative Office, Federal Corrections and Supervision Division (AO-FCSD) with the on-going development of PACTS-ECM. Marie's activities during FY 2000 have included the determination of functional requirements and assistance with user interface design, development of conversion plans from the existing UNIFY-based PACTS products, and the writing of custom reports using the Crystal Reports report writing tool. Marie has also been assisting the Administrative Office, Independent Test Center with the development of PACTS-ECM test plans. During FY 2000 Marie also participated as a court panel member in an FJTN broadcast that introduced the PACTS-ECM project to the federal judiciary, and attended a PACTS-ECM working group meeting in Washington, DC.

The PACTS-ECM application will have the ability to produce WordPerfect-generated documents that are populated with data extracted from the PACTS-ECM database. The District of Arizona has provided a significant amount of technical and functional guidance as to the development of this functionality. Sylvia Bock, macro programmer for the district, has provided AO-FCSD with on-going input and technical assistance as to the functionality of WordPerfect forms integrated into PACTS-ECM. Her wealth of WordPerfect macro knowledge has been of great benefit to the development of this capability.

### ***Yuma Videoconferencing***

In early FY 2000 a Picture Tel Venue 2000 videoconferencing system was installed in the Yuma, AZ Probation office. This high quality unit is ISDN-based, and allows the Yuma site to connect to the existing Phoenix and Tucson court videoconferencing sites, and any other site that supports ISDN connectivity.

**UNITED STATES DISTRICT COURT  
FOR THE  
DISTRICT OF ARIZONA**



**STATISTICAL TABLES**

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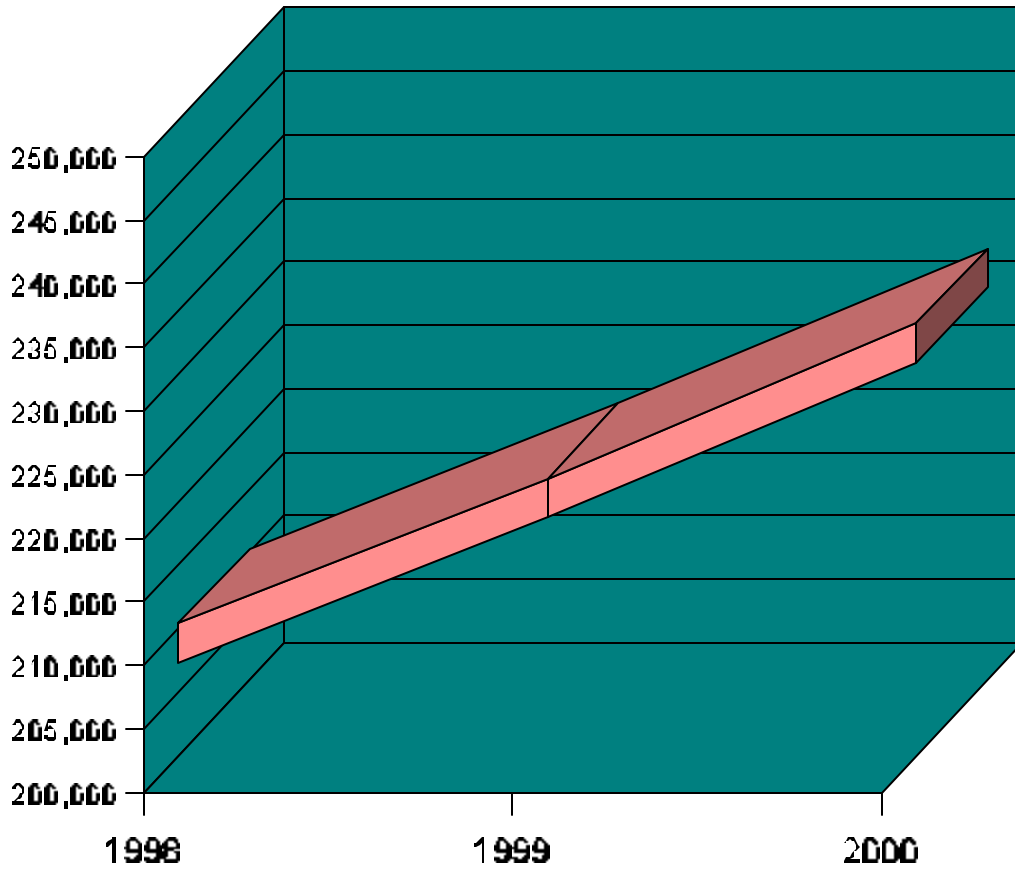
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**Judges' Key**

<b>WDB</b> William D. Browning	<b>JMR</b> John M. Roll
<b>RCB</b> Robert C. Broomfield	<b>PGR</b> Paul G. Rosenblatt
<b>EHC</b> Earl H. Carroll	<b>ROS</b> Roslyn O. Silver
<b>RCC</b> Raner C. Collins	<b>RGS</b> Roger G. Strand
<b>CLH</b> Charles L. Hardy	<b>FRZ</b> Frank R. Zapata
<b>ACM</b> Alfredo C. Marquez	<b>VJ</b> Visiting Judges
<b>SMM</b> Stephen M. McNamee	

Please note that all statistics are based on the fiscal year beginning October 1, 1999, and ending September 30, 2000, unless otherwise specified.

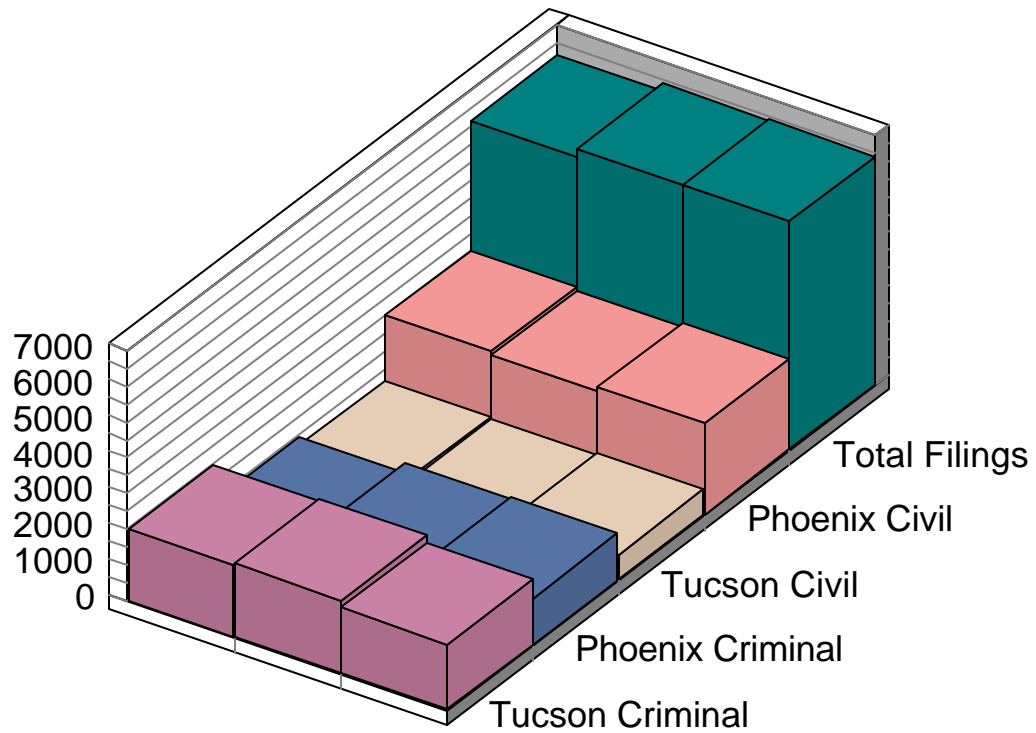
# PAPERS & PLEADINGS FILED



	1998	1999	2000	% Change
Phoenix	126,197	128,970	141,503	9.7
Tucson	82,628	91,260	90,939	-0.4
<b>DISTRICT</b>	<b>208,825</b>	<b>220,230</b>	<b>232,442</b>	<b>5.5</b>

# ANNUAL FILINGS - DISTRICT WIDE

## Fiscal Year 2000

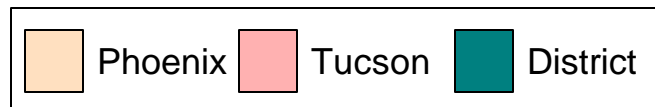
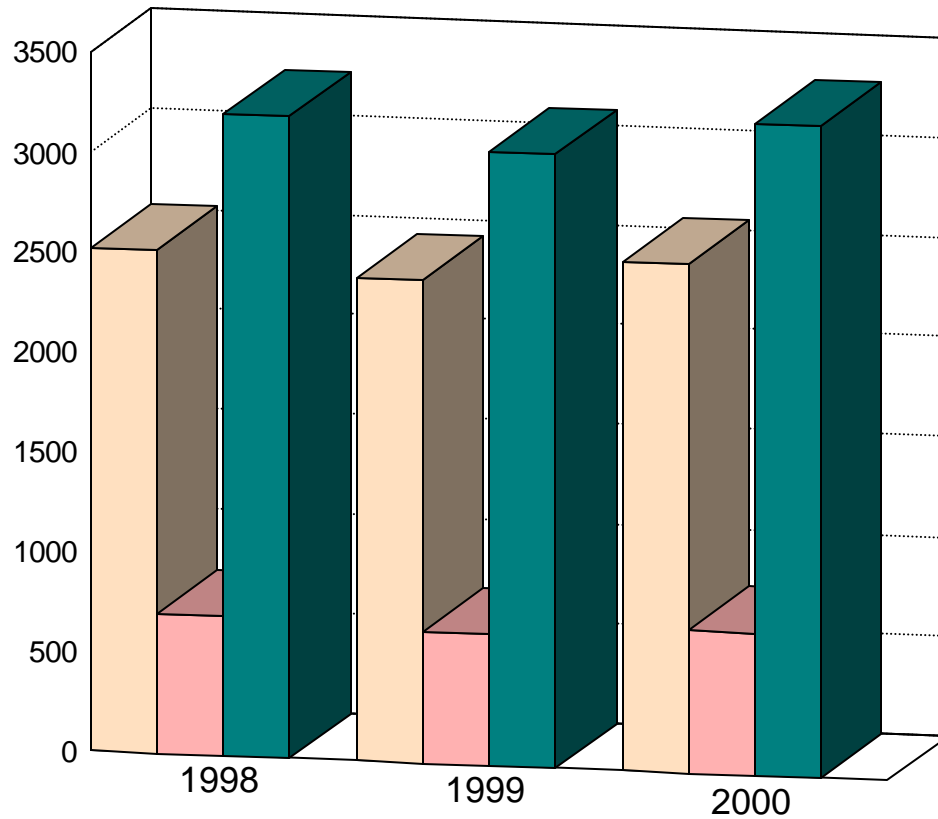


	1998	1999	2000
Phoenix	2,516	2,415	2,547
Tucson	699	662	714
<b>CIVIL CASE FILINGS</b>	<b>3,215</b>	<b>3,077</b>	<b>3,261</b>
Phoenix	945	1,253	1,311
Tucson	1,987	2,052	1,827
<b>CRIMINAL CASE FILINGS</b>	<b>2,932</b>	<b>3,305</b>	<b>3,138</b>
Phoenix	3,461	3,668	3,858
Tucson	2,686	2,714	2,541
<b>TOTAL CASE FILINGS</b>	<b>6,147</b>	<b>6,382</b>	<b>6,399</b>



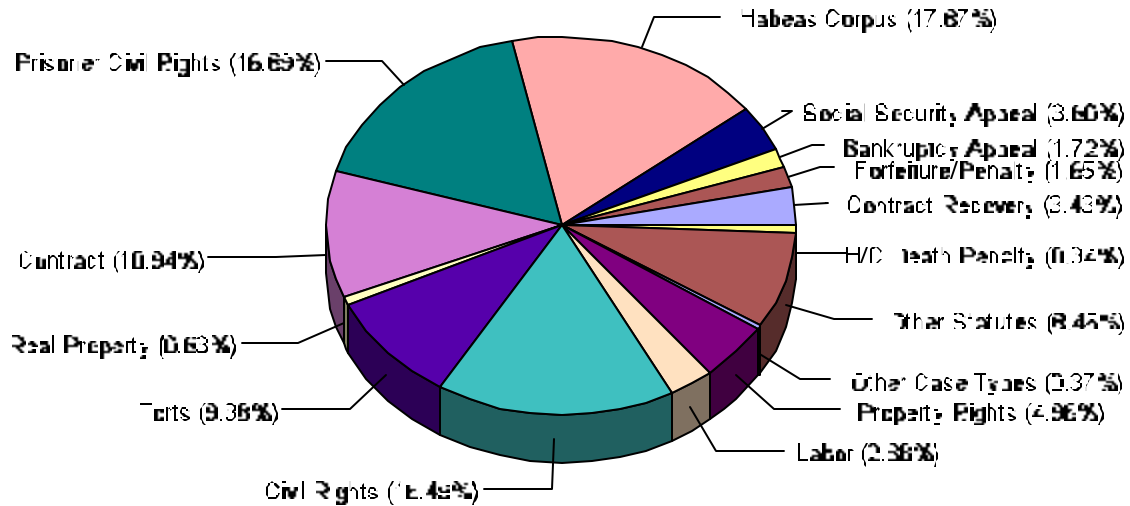
# CIVIL CASE FILINGS TREND

1998 - 2000



	1998	1999	2000	'99-'00 % Change
<b>FILED</b>				
Phoenix	2,516	2,415	2,547	5.5
Tucson	699	662	714	7.9
<b>DISTRICT</b>	3,215	3,077	3,261	6.0

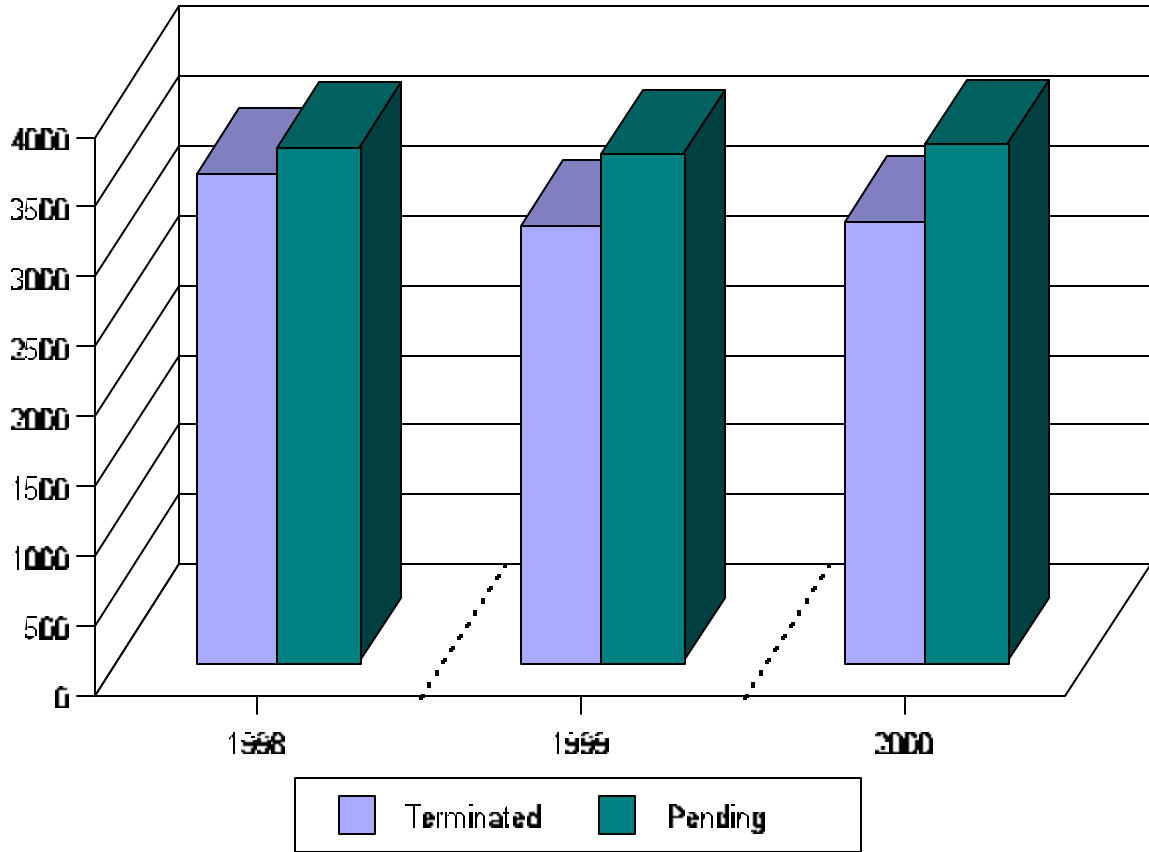
# CIVIL CASE FILING DISTRIBUTION



TRACK/CASE TYPE	PHX			TUC			TOTAL 2000	% of TOTAL
	1998	1999	2000	1998	1999	2000		
<b>EXPEDITED</b>								
Contract Recovery	100	81	88	45	14	24	112	3.4
Forfeiture/Penalty	22	17	17	12	26	37	54	1.7
Bankruptcy Appeal	68	85	46	16	13	10	56	1.7
Social Security Appeal	63	75	86	22	24	38	124	3.8
							<b>346</b>	<b>10.6</b>
<b>PRISONER PRO SE</b>								
Habeas Corpus	326	291	390	149	148	193	583	17.9
Prisoner Civil Rights	474	440	463	114	84	88	551	16.9
							<b>1,134</b>	<b>34.8</b>
<b>STANDARD</b>								
Contract	214	285	304	51	67	53	357	10.9
Real Property	12	10	17	1	6	10	27	0.8
Torts	267	157	233	65	61	73	306	9.4
Civil Rights	439	384	427	110	127	111	538	16.5
Labor	79	85	81	8	10	13	94	2.9
Property Rights	122	140	140	12	15	22	162	5.0
Other Case Types	11	12	8	6	7	4	12	0.4
Other Statutes	231	243	237	51	36	39	276	8.5
							<b>1,772</b>	<b>54.3</b>
<b>COMPLEX</b>								
H/C Death Penalty	8	13	6	7	2	5	11	0.3
<b>TOTAL</b>	<b>2,436</b>	<b>2,318</b>	<b>2,543</b>	<b>669</b>	<b>640</b>	<b>720</b>	<b>3,263</b>	

# CIVIL

## Terminated vs. Pending Case Trend

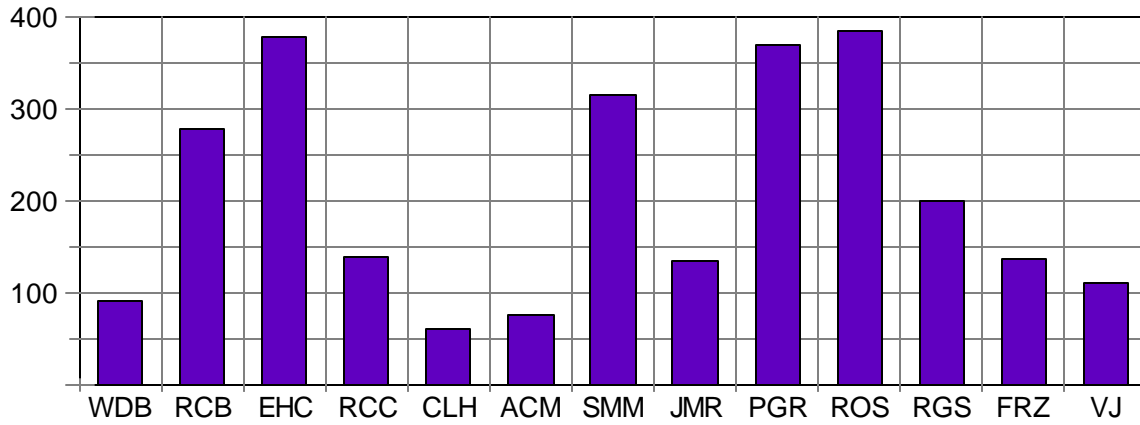


TERMINATED	1998	1999	2000	'99-'00 % Change
Phoenix	2,748	2,425	2,446	0.9%
Tucson	756	702	715	1.9%
<b>DISTRICT</b>	<b>3,504</b>	<b>3,127</b>	<b>3,161</b>	<b>1.1%</b>

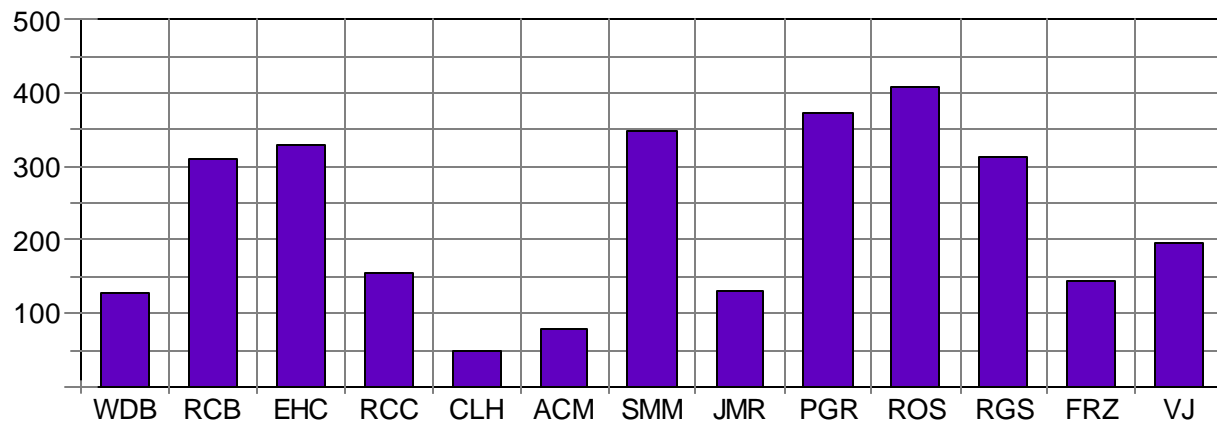
PENDING	1998	1999	2000	'98-'00 % Change
Phoenix	2,941	2,924	3,003	2.7%
Tucson	753	713	708	-0.7%
<b>DISTRICT</b>	<b>3,694</b>	<b>3,637</b>	<b>3,711</b>	<b>2.0%</b>

## CIVIL CASELOAD PER JUDGE

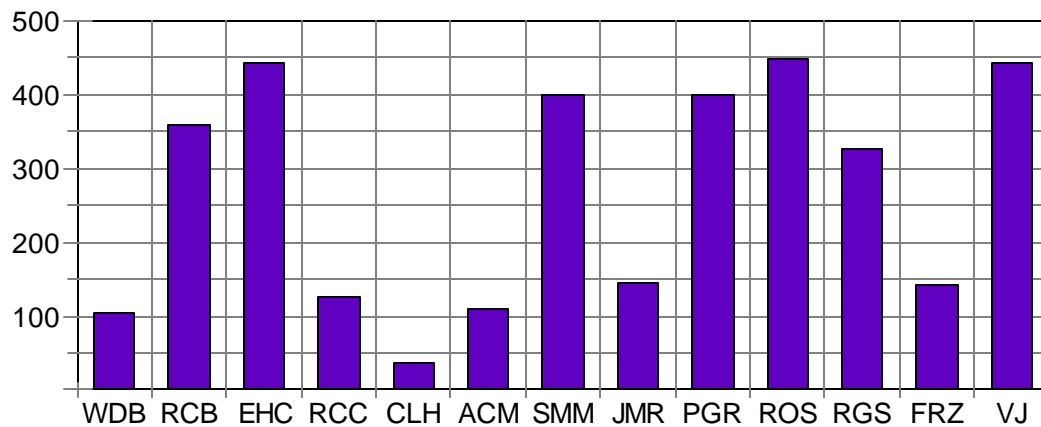
### Filed



### Termed

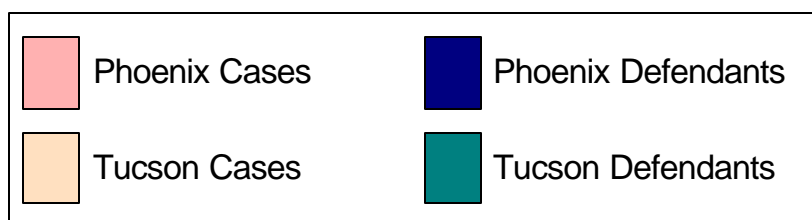
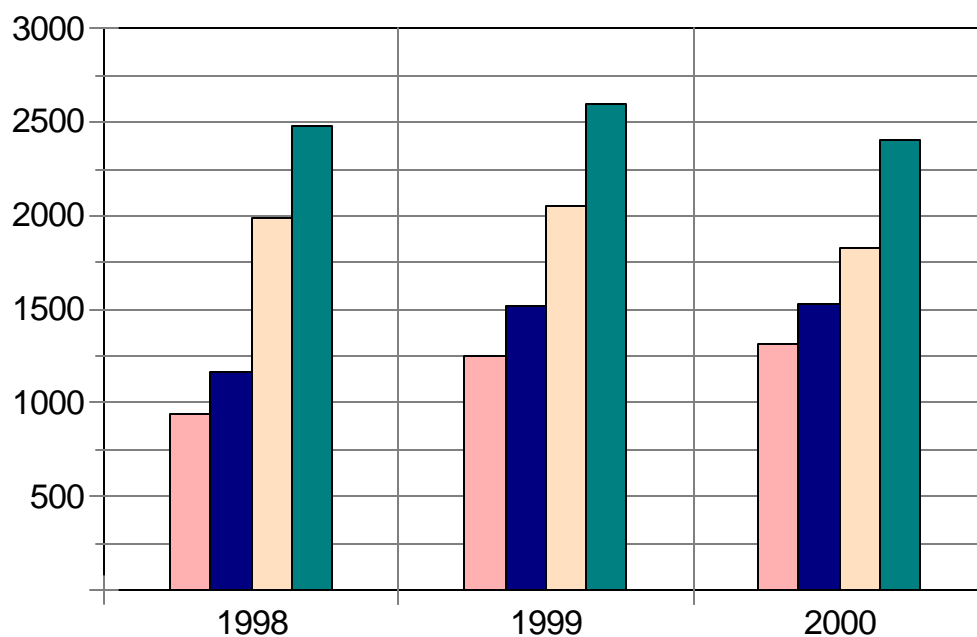


### Pending



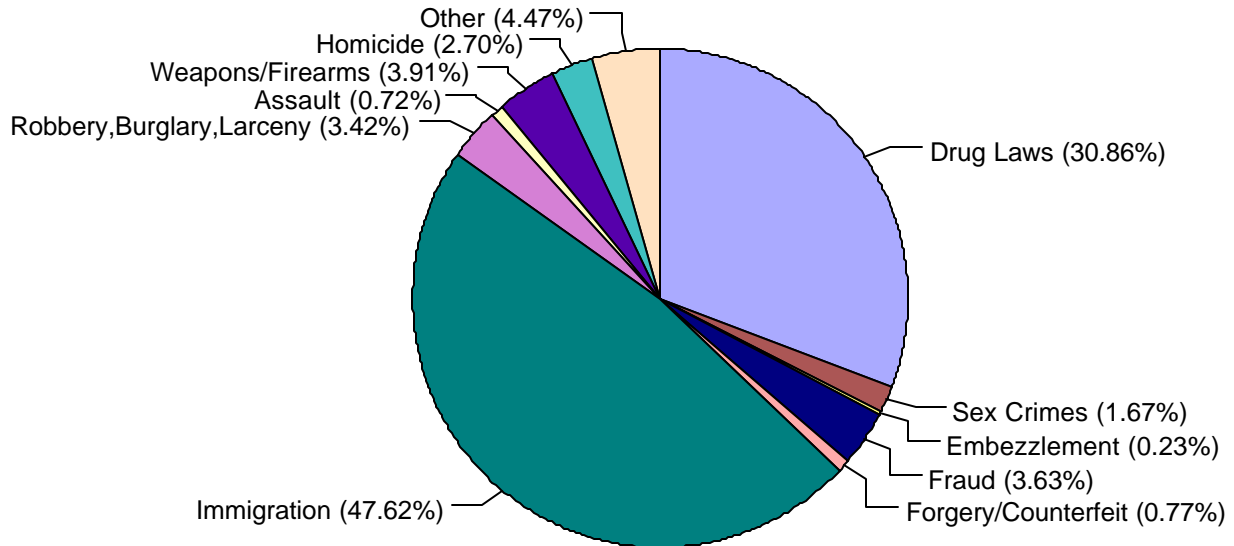
# CRIMINAL CASE FILINGS TREND

## 1998 - 2000



Criminal Cases/Defendants	1998	1999	2000	'99-'00 % Change
Phoenix Cases	945	1,253	1,311	4.6
Defendants	1,163	1,523	1,530	0.5
Tucson Cases	1,987	2,052	1,827	-11.0
Defendants	2,476	2,594	2,401	-7.4
<b>Total Cases</b>	<b>2,932</b>	<b>3,305</b>	<b>3,138</b>	<b>-5.1</b>
<b>Total Defendants</b>	<b>3,639</b>	<b>4,117</b>	<b>3,931</b>	<b>-4.5</b>

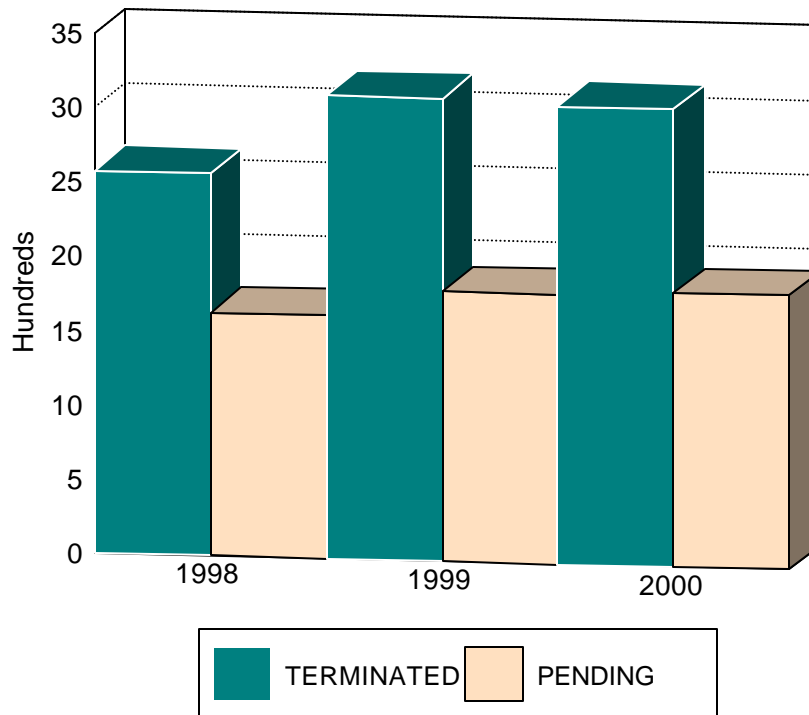
## CRIMINAL FILINGS BY MAJOR OFFENSE



TYPE OF CASE	PHX			TUC			Total 2000	% of Total
	1998	1999	2000	1998	1999	2000		
Drug Laws	138	300	224	1,011	1,056	976	1,200	30.9%
Sex Crimes	51	61	51	25	15	14	65	1.7%
Embezzlement	16	7	4	6	3	5	9	0.2%
Fraud	200	229	120	431	183	21	141	3.6%
Forgery/Counterfeit	27	21	18	9	10	12	30	0.8%
Immigration	422	505	673	863	1,178	1,179	1,852	47.6%
Robbery, Burglary	86	93	125	14	8	8	133	3.4%
Assault	13	6	9	26	19	19	28	0.7%
Weapons/Firearms	61	57	85	36	47	67	152	3.9%
Homicide	78	122	98	30	12	7	105	2.7%
Other	74	81	92	43	58	82	174	4.5%
<b>TOTAL</b>	<b>1,166</b>	<b>1,482</b>	<b>1,499</b>	<b>2,494</b>	<b>2,589</b>	<b>2,390</b>	<b>3,889</b>	



## CRIMINAL Terminated vs. Pending Case Trend

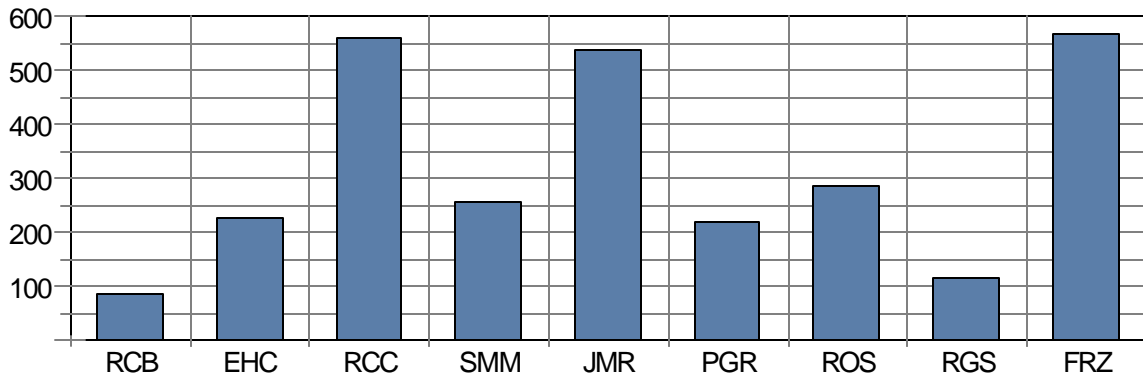


	'99-'00			
<b>TERMINATED</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>% Change</b>
Phoenix Cases	850	1,118	1,234	10.4%
Defendants	1,027	1,339	1,554	16.1%
Tucson Cases	1,727	2,003	1,854	-7.4%
Defendants	2,134	2,487	2,372	-4.6%
DISTRICT Cases	2,577	3,121	3,088	-1.1%
Defendants	3,161	3,826	3,926	2.6%

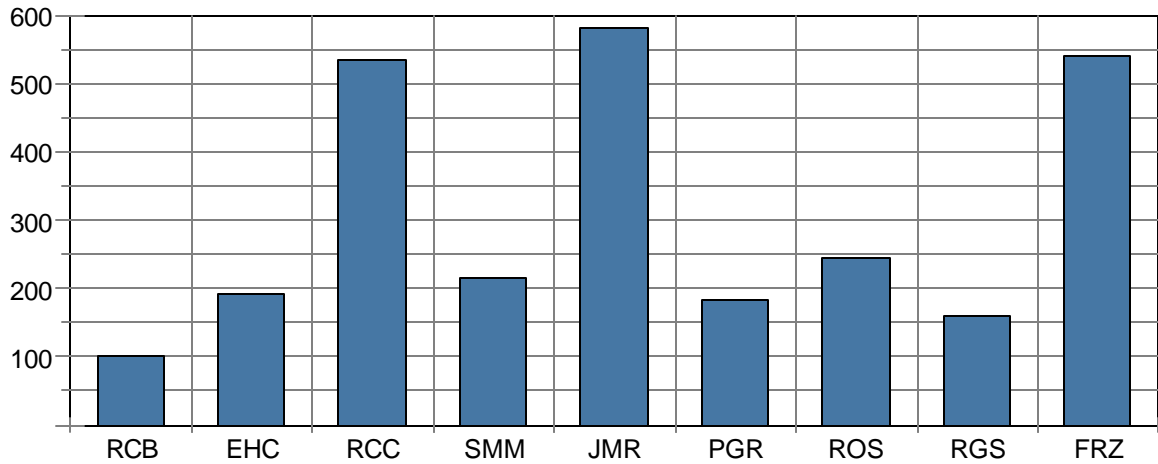
	'99-'00			
<b>PENDING</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>% Change</b>
Phoenix Cases	611	744	803	7.9%
Defendants	926	1,103	1,064	-3.5%
Tucson Cases	1,030	1,072	1,046	-2.4%
Defendants	1,422	1,520	1,545	1.6%
DISTRICT Cases	1,641	1,816	1,849	1.8%
Defendants	2,348	2,623	2,609	-0.5%

# CRIMINAL CASELOAD PER JUDGE

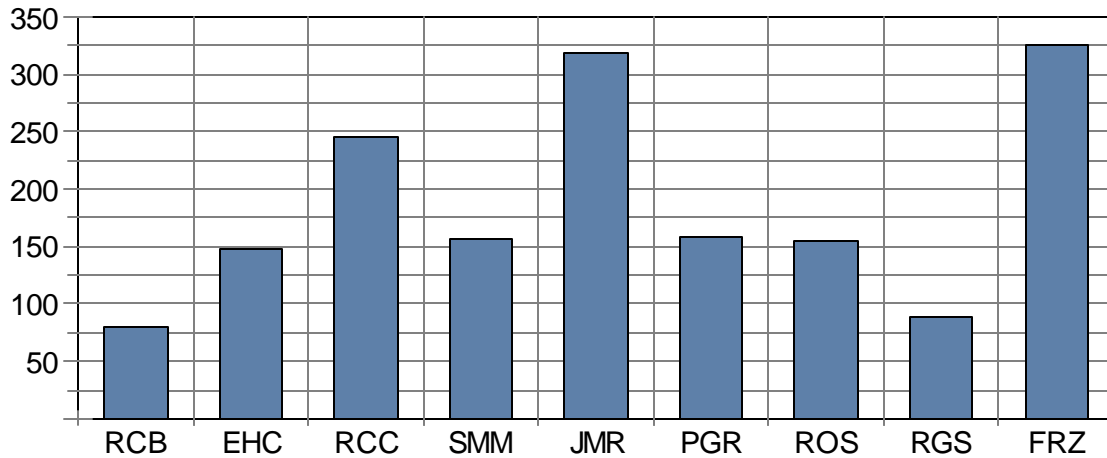
## Cases Filed



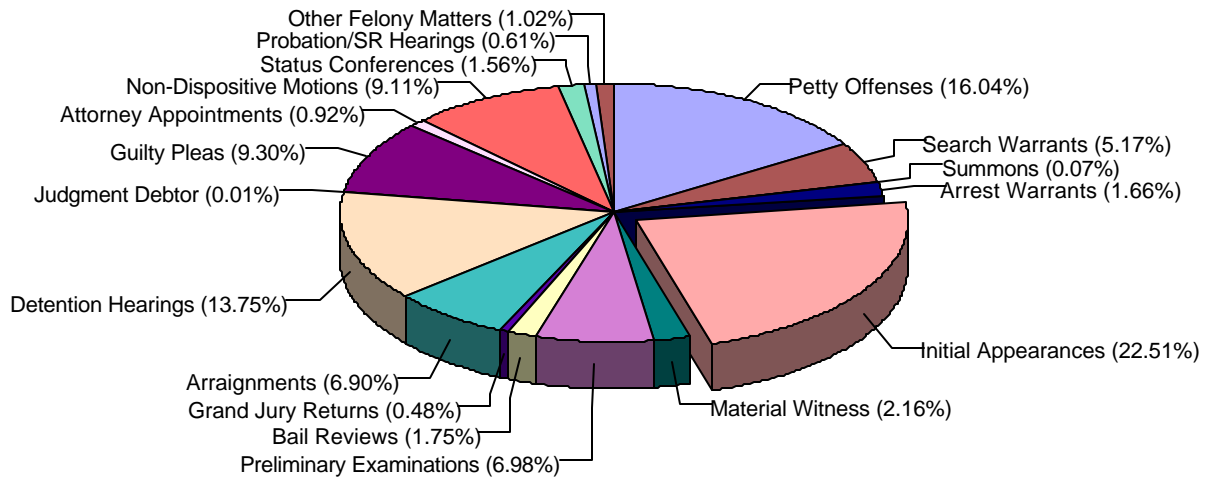
## Cases Termed



## Cases Pending



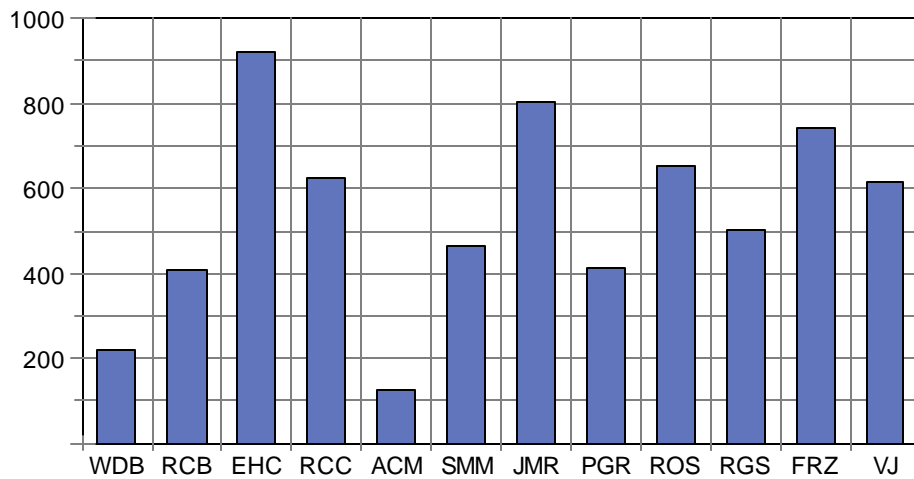
# U.S. MAGISTRATE JUDGE CRIMINAL WORKLOAD



	1998			1999			2000			'99-'00
	TUC	PHX	TOTAL	TUC	PHX	TOTAL	TUC	PHX	TOTAL	Change
Petty Offenses	2,293	1,952	4,245	2,416	2,100	4,516	1,564	2,942	4,506	-0.2%
Search Warrants	702	910	1,612	728	1,265	1,993	669	783	1,452	-27.1%
Summons	28	40	68	21	6	27	9	12	21	-22.2%
Arrest Warrants	290	263	553	254	229	483	192	274	466	-3.5%
Initial Appearances	3,066	2,421	5,487	2,853	2,826	5,679	3,073	3,252	6,325	11.4%
Material Witness	242	242	484	243	222	465	241	365	606	30.3%
Preliminary Exams	508	590	1,098	1,807	496	2,303	1,610	352	1,962	-14.8%
Bail Reviews	290	90	380	357	84	441	407	85	492	11.6%
Grand Jury Returns	66	75	141	52	75	127	53	82	135	6.3%
Arraignments	1,260	688	1,948	1,204	757	1,961	1,100	840	1,940	-1.1%
Detention Hearings	2,722	789	3,511	2,714	1,158	3,872	2,489	1,375	3,864	-0.2%
Judgment Debtor Exams	0	4	4	17	38	55	0	2	2	-96.4%
Guilty Pleas	1,738	183	1,921	2,142	415	2,557	1,828	784	2,612	2.2%
Attorney Appointments	40	307	347	4	180	184	12	247	259	40.8%
Non-Dispositive Motions	512	236	748	874	426	1,300	1,207	1,352	2,559	96.8%
Status Conferences	29	81	110	24	287	311	19	418	437	40.5%
Probation/SR Hearings	188	10	198	226	38	264	142	30	172	-34.8%
Other Felony Matters	120	61	181	84	163	247	233	54	287	16.2%

Fiscal year totals. This chart is a representation of the magistrate judges' major criminal duties. It is not meant to be an all inclusive listing.

## HOURS IN COURT BY DISTRICT JUDGE



	10/99	11/99	12/99	1/00	2/00	3/00	4/00	5/00	6/00	7/00	8/00	9/00	TOTAL
WDB	11.00	37.00	12.50	11.00	14.50	7.50	13.50	42.50	38.00	6.50	14.00	11.00	219.00
RCB	47.00	44.00	38.50	42.50	24.50	28.50	64.50	23.50	38.50	3.00	30.50	24.00	408.50
EHC	99.50	49.00	69.00	67.50	56.00	89.00	64.50	66.00	97.50	110.50	69.50	80.50	918.50
RCC	36.00	51.00	44.00	41.00	63.00	54.00	39.00	46.00	61.00	55.50	45.00	87.00	622.50
ACM	7.50	8.50	7.00	7.00	34.50	10.50	11.50	9.00	11.00	7.50	4.50	7.00	125.50
SMM	24.75	46.75	47.00	40.50	28.50	35.50	30.50	49.00	45.00	51.00	26.00	37.50	462.00
JMR	44.50	85.50	64.00	36.50	38.50	80.00	65.50	82.00	100.00	54.00	102.50	52.00	805.00
PGR	38.50	33.00	18.00	42.50	33.50	20.50	27.00	78.00	18.00	43.00	30.00	32.00	414.00
ROS	38.00	59.00	30.00	37.75	36.25	87.50	76.00	69.50	45.00	80.00	36.50	56.00	651.50
RGS	38.50	43.00	41.50	49.50	31.50	45.00	101.0	3.00	54.00	32.50	18.50	45.50	503.50
FRZ	54.00	64.50	42.50	37.00	84.50	107.00	45.00	41.75	71.50	40.50	83.50	71.50	743.25
VJ	9.00	28.50	18.00	103.00	112.00	166.50	58.00	77.50	11.50	19.50	.50	9.50	613.50